

SECRET

D/FBIS Chrono

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Promotion - [REDACTED]

25X1

FROM:

[REDACTED]
Director, Foreign Broadcast
Information Service
1013 Key Bldg.

EXTENSION

NO.

25X1

FBIS-1349/85

DATE

13 MAR 1985

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PERS/DDS&T
6E45 HQS.

2.

3. Director of Personnel
[REDACTED]

4.

5. OP/PI
[REDACTED]

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

5. For Processing.

SECRET

S E C R E T

FBIS-1349/85

13 MAR 1985

MEMORANDUM FOR: Director of Personnel

VIA: Chief, Personnel Staff, DDS&T

FROM: [REDACTED] 25X1
Director, Foreign Broadcast Information Service

SUBJECT: Promotion - [REDACTED] 25X1

1. It is requested that the attached staff promotion action (Attachment A) be processed with an effective date of 3 February 1985.

2. On 25 January 1985, Chief, Personnel & Training Branch, FBIS, signed a contract promotion action for [REDACTED]. We had been advised on 23 January that the conversion of [REDACTED] (a contract employee) to staff status had not yet been completed. The contract promotion action was handcarried to Contract Branch, ESD/OP, along with others, on 29 January 1985. Unfortunately the action was not processed with the others. At our request Contract Branch, Position Control Branch (PCB), and the OP File Room searched for the missing action but were unsuccessful. Contract Branch then advised us that [REDACTED] had in fact been converted to staff status effective 7 January 1985. Following PCB's suggestion, we prepared another action on 14 February showing her affiliation as a staff employee, which was then rejected because the effective date had already passed. A copy of the original contract action has been attached for your reference (Attachment B). 25X1
25X1

3. We therefore request that the attached staff promotion action be processed as the official request for promotion for [REDACTED] effective 3 February 1985. 25X1

All Portions Classified
SECRET

[REDACTED] 25X1

S E C R E T

S E C R E T

SUBJECT: Promotion - [REDACTED]

25X1

4. If you have any questions please contact [REDACTED]
Chief, Personnel & Training Branch, FBIS on extension [REDACTED]

25X1

25X1

25X1

Attachments

APPROVED:

Director of Personnel

Date

S E C R E T

S E C R E T

SUBJECT: Promotion - [REDACTED]

25X1

DDS&T/FBIS/Pers/ [REDACTED] (05 MAR 85)

25X1

Distribution:

Orig - Addressee

- ① - D/FBIS Chrono w/att.
- 1 - JDC Corres. wo/att.
- 1 - D/Pers wo/att.
- 1 - C/Pers/DDS&T w/att.
- 1 - AS Chrono wo/att.
- 1 - P&TB Chrono wo/att.
- 1 - [REDACTED] (201) w/att.
- 1 - FBIS Registry wo/att.

25X1

S E C R E T

Form 163a
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Page Denied

Form 163a
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Page Denied